

TELEWORK PROCEDURE
(Supplementation is not permitted at any level)

A. REFERENCES.

1. 5 USC 552 (A), Privacy Act.
2. PL 106-346, section 359, FY 2001 U.S. Department of Transportation Appropriations Act.
3. Comptroller General decision B-225159, June 19, 1989.
4. 31 USC 134B, Public Debt.
5. FTR, 41 CFR ch. 301, Travel Allowances.
6. Fair Labor Standards Act.
7. DLA Information Technology Solutions and Standards, version 1.0 dated April 2000 (reference: <http://www.dla.mil/j-6/awg/default.htm>).
8. DLA Instruction 5015.1, DLA Records Management Procedures and Records Schedule.
9. PL 100-235, Computer Security Act of 1987.
10. DLAD 8500.11. DLA Internet Management.
11. DLA memorandum of October 26, 1998, subject: Guidelines for Requesting Reasonable Accommodations for People with Disabilities.
12. Department of Defense Telework Policy and Guide.
13. Memorandum of Agreement with AFGE Council 169 dated March 20, 2002, and applicable collective bargaining agreements.

B. PURPOSE. This instruction:

1. Provides guidance to help managers and employees establish, maintain, and terminate a telework program.
2. Permits DLA and employees to capitalize on the benefits of telework.

C. APPLICABILITY AND SCOPE.

1. This instruction applies to all civilian employees of DLA (to include non-appropriated fund employees) who occupy positions that are determined eligible for telework.

2. The legislative intent of reference 2 (PL 106-346) requires participating Agencies to develop criteria to be used in implementing policy and to ensure that Agencies make certain that artificial, logistical, organizational, or other barriers to full implementation and successful functioning of the policy are removed.

3. The accommodation at home of employees with disabilities is not covered by these regulations, but instead by the DLA memorandum of October

26, 1998, subject: Guidelines for Requesting Reasonable Accommodations for People with Disabilities.

D. DEFINITIONS.

1. Activity. A DLA Field Activity or DLA Headquarters.
2. Agency. Defense Logistics Agency.
3. Alternative work site. A site away from the official duty station as recorded on the Standard Form 50-B, Notification of Personnel Action. Examples of alternative work sites are the home, a telecommuting center, or any place geographically different from the official duty station.
4. Approving Official. For DLA Headquarters the approving officials are the Corporate Board members and others designated by the Vice Director. For DLA field activities the approving authority is the Deputy Commander. The approving official may delegate this authority in writing.
5. Eligible employee. Any satisfactorily performing employee whose job or individual work activities may normally be performed on a regular and recurring basis or on a periodic or intermittent basis at home or other work site geographically different from his/her official duty station.
6. Eligible position. Position involving tasks and work activities that are portable and that do not depend on the employees being at the official duty station.
7. "Flexible workplace", "flexiplace", "work-at-home", "telecommuting", and "teleworking" refer to a work situation where the location of the work site is shifted away from the official duty station.
8. Regular and recurring telework. Working at an alternative work site according to a previously approved regular and recurring pattern.
9. Periodic or intermittent arrangement. Infrequent periods of time when projects/assignments have short turnaround times and/or require intense concentration. Under such arrangements, the employee typically works for a day or more at an alternative work site, away from typical office distractions, enabling the employee to focus more effectively on completion of the assignment. Periodic or intermittent arrangements are not mutually exclusive from regular and recurring telework arrangements. Employee must be approved for intermittent telework prior to working at an alternative worksite. Some examples of where a periodic arrangement may work well include the following:
 - a. When the official duty station is not usable; e.g., during office renovation;
 - b. When travel conditions are treacherous and the employee requests to work at home rather than at the official duty station during those hours when the official duty station is open; or
 - c. When one has a short term work assignment that could be performed at an alternative work site free from interruptions.Note: The above are illustrative only and not inclusive of all situations.
10. Telecommuting center. A facility established by federal, state, local, or county governments or by private sector organizations and partnerships for use by teleworkers. Typically, such centers house employees of more than one

Agency or department and include workspaces and equipment common to the normal office environment.

11. Sensitive information. Defined as information, the loss, misuse, or unauthorized access to or modification of which could adversely affect the national interest or the conduct of federal programs, or the privacy to which individuals are entitled under 5 USC Section 552A (the Privacy Act), but that has not been specifically authorized under criteria established by an Executive Order or an Act of Congress to be kept secret in the interest of national defense or foreign policy. (Systems that are not national security systems, but contain sensitive information, are to be protected in accordance with the requirements of the Computer Security Act of 1987 [PL 100-235].)

E. PROCEDURE.

1. Review each position to determine if the position is eligible for telework.

2. Positions eligible for teleworking are determined based on job content rather than job title, series, type of appointment, or work schedule. For example, telework is feasible for work that requires:

- a. thinking and writing or data analysis;
- b. reviewing grants or cases;
- c. writing decisions or reports;
- d. telephone-intensive tasks such as setting up a conference;
- e. obtaining information, following up on participants in a study;
- f. computer-oriented tasks – programming, data entry, word processing, and software development;
- g. measurable outputs;
- h. legislative research;
- i. editing or proofreading reports;
- j. developing specifications.

NOTE: The above is illustrative only and does not represent all types of work suitable for telework.

3. Telework is not feasible if:

- a. the employee needs to have daily and or extensive face-to-face contact with the supervisor (e.g., a trainee), other employees, clients, the general public, or team members;
- b. the employee needs frequent access to material that cannot be moved from the regular office;
- c. the Activity cannot provide any special facilities or equipment that are necessary;
- d. it would be too costly for the Activity to duplicate the required level of security at the alternative workplace;
- e. the employee needs to be in the office to learn the organization;
- f. the employee requires on-the-job training or organizational orientation;
- g. a substantial volume of the employee's work must be handed to him or her each day, as opposed to in advance; frequent changes in priorities, direction, and/or special projects that require immediate interaction with other team members;
- h. on-site oversight is needed; e.g., facilities maintenance;
- i. the employee requires frequent technical assistance when using computer applications or office equipment and the same applications or office

equipment are needed for telework.

Note: The above is illustrative only and does not represent all types of work not suitable for telework.

4. Employees participating in a telework program should possess a working familiarity with their organizations. Employees may not telework within ninety days of assignment to a field activity or within thirty days of assignment to a new position within the field activity. For this purpose a new position is one in a different job series.

5. An employee wishing to participate in the telework program shall:

a. submit a written request to the approving official through his/her supervisor who will make a recommendation. (Attachment 1, Telework Request and Approval Form, should be used to request a telework assignment);

b. sign a telework agreement. A telework agreement is at Attachment 2 and must be signed and approved prior to participation in the program;

c. if the employee's telework site is at home, self certify the safety of their work site. A sample Self-Certification Home Safety Checklist is at Attachment 3.

6. If an employee disputes the reasons given by the supervisor or approving official for not approving him or her for telework, or for terminating his or her telework agreement, the employee may submit a grievance using the appropriate agency administrative or the negotiated grievance procedure.

7. All teleworkers and supervisors must complete and sign the Supervisory-Employee Checklist sheet found at Attachment 4.

8. Employees who are directly engaged in performing the duties of their jobs are covered by FECA [Federal Employees Compensation Act], regardless of whether the work is performed at the official duty station or at an alternative work site. However, an employee's activities do not arise out of employment when he or she engages in activities not immediately directed toward the actual performance of regular duties while on property under the employee's control. An employee who works at a desk at home removes himself or herself from the performance of regular duties as soon as he or she walks away from the desk to use the bathroom, get a cup of coffee or seek fresh air. The same rule does not apply for employees working at an Activity's office or a telework center. In the official workplace, a legal concept called the "personal comfort doctrine" holds employers responsible for injuries employees sustain while, for example, changing the temperature or going to the restroom.

9. Information for preparing reports on participation rates in the DLA Telework Program will be reported on an annual and, as required, basis. Information needed for the reports will be found on the Telework Request and Approval Form and Telework Agreement. The DLA Headquarters Human Resources Office (J-1) will periodically issue data calls to collect needed participation rate data. This information must be reported to DoD for consolidation for the Office of Personnel Management reporting requirements. Information should be forwarded to:

Defense Logistics Agency

ATTN: J-1

8725 John J. Kingman Road, Suite 2533

Fort Belvoir, VA 22060-6221

10. Implementation of a telework program with respect to employees represented by a labor union is contingent upon completion of any bargaining obligations. Management officials should consult with their respective Labor Relations Officers to determine the status of the collective bargaining process at their Activity.

11. When an employee participates in the telework program, the supervisor shall forward a copy of the Telework Agreement to the Telework Coordinator.

F. RESPONSIBILITIES.

1. Headquarters Human Resources (J-1) is the office of primary interest for DLA civilian employees. J-1 shall designate a Telework Representative who coordinates with each Activity's Coordinator and will report information to the DoD Telework Coordinator.

2. J-1 shall evaluate the Telework Program in order to assess its success or need for modification.

3. The DLA Headquarters Quality of Life Office (DSS-Q) is the office of primary interest for DLA non-appropriated fund employees.

4. Human Resources Offices shall provide advice and guidance.

5. Headquarters Human Resources (J-1) will issue data calls to collect information necessary for reporting requirements.

6. Each DLA Activity must designate a Telework Coordinator who will be responsible for:

- a. gathering information needed for reporting purposes;
- b. providing for or arranging orientation and training of employees and supervisors;
- c. assuring that coordination with labor organizations occurs;
- d. assuring that plan information is published and distributed;
- e. maintaining a list of participating employees;
- f. coordinating administrative arrangements with teleworkers;
- g. coordinating with other organizational entities (e.g., safety, security, information services, resource management, etc.).

7. The DLA Training Center will be responsible for developing training for supervisors and DLA workforce participating in the program.

8. Each Activity must designate a Telework Coordinator no later than ten days after this publication is effective and provide the name of that individual, phone number, fax number, and e-mail address to:

Defense Logistics Agency
ATTN: J-1
8725 John J. Kingman Road, Suite 2533
Fort Belvoir, VA 22060-6221

G. EFFECTIVE DATE AND IMPLEMENTATION. This publication is effective immediately.

H. INFORMATION REQUIREMENTS. (Reserved for future use.)

**TELEWORK REQUEST
AND APPROVAL FORM**

EMPLOYEE _____

ORGANIZATION _____

JOB TITLE _____

GRADE & JOB SERIES _____

TELEPHONE _____

LAST PERFORMANCE EVALUATION RATING _____ DATE _____

DESCRIPTION OF WORK TO BE PERFORMED:

DESCRIPTION OF OUTPUTS:

BENEFITS FOR EMPLOYEE:

BENEFITS FOR DLA:

NUMBER OF COMMUTER MILES SAVED PER TELEWORK DAY _____

Attachment 1

EQUIPMENT AND SOFTWARE REQUIRED:

START DATE _____

END DATE _____

IF REGULAR AND RECURRING (limited to no more than one day a week)

TELEWORK TOUR OF DUTY: FROM _____ TO _____ (e.g., 8:30 A.M.-4:30 P.M., including a one-half hour lunch period)

Day(s) of the week employee will telework:

- ☐ Fixed schedule in accordance with local guidance and/or collective bargaining agreement
- ☐ Flexitime in accordance with local guidance and/or collective bargaining agreement
- ☐ AWS in accordance with local guidance and/or collective bargaining agreement

Alternative Work Site Address: _____

IF PERIODIC OR INTERMITTENT

TELEWORK TOUR OF DUTY: FROM _____ TO _____ (e.g., 8:30 A.M.-4:30 P.M., including a one-half hour lunch period)

Dates employee will telework:

- ☐ Fixed schedule in accordance with local guidance and/or collective bargaining agreement
- ☐ Flexitime in accordance with local guidance and/or collective bargaining agreement
- ☐ AWS in accordance with local guidance and/or collective bargaining agreement

Alternative Work Site Address: _____

EMPLOYEE'S SIGNATURE _____ DATE _____

SUPERVISOR'S SIGNATURE _____ DATE _____

Supervisor's Recommendation: Approved _____ Disapproved _____

APPROVING OFFICIAL _____ DATE _____

APPROVED _____ DISAPPROVED _____ *

*If disapproved provide written response to employee explaining why.

TELEWORK AGREEMENT

The following constitutes an agreement between

Employee: _____

Job Title: _____

Grade & Job Series _____

Supervisor: _____

1. Employee volunteers to participate in the program and to adhere to applicable policies, guidelines, and procedures. Agency concurs with employee participation and agrees to adhere to applicable policies, guidelines and procedures.

2. Participation in the program will last _____ commencing on _____ and ending on _____.

3. Employee's official duty station tour of duty will be from _____ to _____ (e.g., 8:30 A.M. to 4:30 P.M. including a one-half hour non-paid lunch period) on the following days:

_____.

Employee's telework tour of duty will be from _____ to _____ on the following days: _____.

- ☐ Fixed schedule in accordance with local guidance and/or collective bargaining agreement
- ☐ Flexitime in accordance with local guidance and/or collective bargaining agreement
- ☐ AWS in accordance with local guidance and/or collective bargaining agreement

4. Employee's official duty station address is:

5. The telework duty station address is:

Phone Number: _____

Attachment 2

6. These dates/times may be modified as needed to meet mission requirements as required or approved by the supervisor in accordance with local guidance and/or collective bargaining agreement.

7. All pay, leave, and travel entitlements will be based on the employee's official duty station.

8. Employee's timekeeper will have a copy of the employee's telework schedule and will record the time and attendance as if performing official duties at the official duty station.

9. If leave is taken, employee will notify the supervisor following the local guidance and/or collective bargaining agreement.

10. Employee will continue to work in pay status while working at the alternative work site. If employee works overtime that has been approved in advance, he/she will be compensated in accordance with applicable law, regulations, or other pay guidance. The employee will not work in excess of his/her prescheduled tour of duty (including overtime, compensatory time, religious time, or credit hours) unless he or she receives permission from his or her supervisor. By signing this form, employee agrees that failing to obtain proper approval for overtime work may result in his/her removal from the telework program or other appropriate action.

11. If employee uses Government equipment, employee will use and protect the Government equipment in accordance with Agency policy and procedures. Government-owned equipment will be serviced and maintained by the government. If an employee provides his/her own equipment he/she is responsible for purchasing and installing any software, servicing it and maintaining it. Use of personally owned computer equipment to connect to the DLA network is approved if appropriate security software is installed and security procedures are followed to avoid risk of intrusion or impact to the DLA environment.

12. DLA retains the right to inspect the home work site, by appointment only, to ensure proper maintenance of Government-owned property and safety standards, provided management has reasonable cause to believe that a hazardous work environment exists.

13. DLA will not be liable for damages to an employee's personal or real property during the course of performance of official duties or while using DLA equipment in the employee's residence, except to the extent DLA is held liable by the Federal Tort Claims Act or claims arising under the Military Personnel and Civilian Employees Claims Act.

14. DLA will not be responsible for operating, maintenance, or any other costs (e.g., utilities) whatsoever associated with the use of the employee's residence. The employee does not relinquish any entitlement to reimbursement for authorized expenses incurred while conducting business for the government, as provided by statute and implementing regulations.

15. Employee is covered under the Federal Employee's Compensation Act if injured in the course of actually performing official duties at the official alternate work site. Any accident or injury occurring at the alternate duty station must be brought to the immediate attention of the supervisor. Because an employment-related accident sustained by a telework employee will occur outside of the premises of the official duty station, the supervisor

must investigate all reports as soon as practical following notification.

16. The employee is required to designate one area in the home as the official work or office area that is suitable for the performance of official government business. The government's potential exposure to liability is restricted to this official work or office area for purposes of telework.

17. Employee will meet with the supervisor to receive assignments and to review completed work as necessary or appropriate.

18. All assignments will be completed according to the work procedures, guidelines and standards stated in the employee's performance plan.

19. Employees will apply approved safeguards to protect Government/DLA records from unauthorized disclosure or damage and will comply with Privacy Act requirements set forth in the Privacy Act of 1974, PL 93-679, codified at Section 552a, Title 5 USC.

20. Employees shall manage all files, records, papers, or machine-readable materials and other documentary materials, regardless of physical form or characteristics, made or received during telework in accordance with DLA 5015.1, DLA Records Management Procedures and Records Schedule.

21. No classified documents (hard copy or electronic) may be taken to, or created, at an employee's alternative work site. For Official Use Only and sensitive non-classified data may be taken to alternative work sites if necessary precautions are taken to protect the data, consistent with DoD regulations.

22. Telework will be terminated if it adversely affects the performance of the employee.

23. Supervisors have the authority to call an employee in to the official duty station for mission needs at any time. Call back outside the telework hours/dates are handled in accordance with established policy and/or collective bargaining agreement.

24. After appropriate notice to the supervisor, the employee may cancel the telework arrangement.

25. The employee continues to be covered by the DLA standards of conduct while working at the alternative work site.

26. The employee acknowledges that telework is not a substitute for dependent care.

Supervisor's
Signature _____ Date _____

Employee's Signature _____ Date _____

If either the supervisor or employee cancels this agreement, fill in the information below:

Cancellation Date: _____

Reason(s) for cancellation:

- ☐ Employee-initiated
- ☐ Supervisor-initiated

Supervisor's
Signature _____ Date _____

Employee's Signature _____ Date _____

**SELF-CERTIFICATION HOME
SAFETY CHECK LIST**

NAME: _____

ORGANIZATION: _____

HOME WORK SITE ADDRESS: _____

HOME WORK SITE TELEPHONE: _____

Describe the designated work area, e.g., bedroom, den, living room, etc.

The following checklist is designed to assess the overall safety of the alternative work site. Each participant should read and complete the Self-Certification Safety Checklist. A copy of this checklist should be attached to the Telework Agreement.

1. Are temperature, noise, ventilation, and lighting levels adequate to maintain your normal level of job performance? Yes ____ No ____

2. Is all electrical equipment free of recognized hazards that would cause physical harm (frayed wires, bare conductors, loose wires, flexible wires running through walls, exposed wires fixed to the ceiling)? Yes ____ No ____

3. Will the building's electrical system permit the grounding of electrical equipment? Yes ____ No ____

4. Are aisles, doorways, and corners free of obstructions to permit visibility and movement? Yes ____ No ____

5. Are file cabinets and storage closets arranged so drawers and doors do not open into walkways? Yes ____ No ____

6. Are the phone lines, electrical cords, and extension wires secured under a desk or alongside a baseboard? Yes ____ No ____

Employee's Signature: _____ Date: _____

Attachment 3

SUPERVISOR - EMPLOYEE CHECKLIST

EMPLOYEE NAME: _____

SUPERVISOR'S NAME: _____

The following checklist is designed to ensure that the teleworker and supervisor are properly oriented to the policies and procedures of the Telework Program. Questions 4, 5, and 6 may not be applicable to the telework employee. If this is the case, state non-applicable or N.A.

1. Employee/Supervisor has read DLA Telework Policy and Procedure.

Date: _____

2. Employee has been provided with a schedule of work hours.

Date: _____

3. Employee has been issued/has not been issued government furnished equipment. (If no equipment has been issued please mark N.A. on the date line.)

Date: _____

4. Equipment issued by DLA is documented and properly receipted.

Check as applicable:	Yes	No
Computer	_____	_____
Modem	_____	_____
fax machine	_____	_____
telephone	_____	_____
other	_____	_____

5. Policies and procedures for care of equipment issued by the Agency have been explained and are clearly understood.

Date: _____

6. Policies and procedures covering classified, secure, or Privacy Act data have been discussed and are clearly understood.

Date: _____

7. Requirements for an adequate and safe office space and/or area have been discussed, and the employee certifies those requirements are met.

Date: _____

Attachment 4

8. Performance and conduct expectations have been discussed and are understood.

Date: _____

9. Employee understands that the supervisor may terminate employee participation, in accordance with established administrative procedures and union-negotiated agreements.

10. Employee has participated in training.

Date: _____

11. Supervisor has participated in training.

Date: _____

12. Telework Agreement has been completed and signed.

Date: _____

Employee's Signature _____ DATE: _____

Supervisor's Signature _____ DATE: _____